

**INVITATION FOR CONSULTANT SERVICES**  
**Colorado Department of Transportation**  
**Aeronautics Division**  
**Professional Aviation Consulting Services**  
**Statewide Economic Impact Study**  
**Public Notice for Professional Consultants**

CDOT intends to hire one (1) Consultant for the above referenced project. The selected consultant will contract with CDOT to provide project specific professional aviation consulting services to CDOT on a statewide basis. A contract resulting from the Invitation for Consultant Services is considered a “pricing agreement.” CDOT anticipates that the compensation format on this contract will be “cost plus fixed fee,” subject to further review by CDOT.

**DESCRIPTION: The services to be provided by the Consultant will consist of all work necessary to accomplish the assigned tasks in any of the following categories of effort:**

The Colorado Department of Transportation (CDOT) – Division of Aeronautics is requesting Statements of Qualifications from firms interested in providing professional aviation consulting services for the update of its Economic Impact of Airports in Colorado study. This update will be expanded from previous studies to include the economic impact of the Colorado aeronautics program including aviation tax revenues, the Colorado Discretionary Grant Program and project benefits. The Economic Impact of Airports in Colorado study was last completed in 2008. Interested firms must have experience and demonstrated knowledge in the economic impact study process.

**SPECIAL PROJECT REQUIREMENT:** To accomplish this project, CDOT is requesting statements of qualifications from firms interested in providing professional aviation consulting services for the Colorado Airports Economic Study. Interested firms must have experience and demonstrated knowledge in the preparation of airport/aviation economic impact studies

This project will be funded with both federal Airport Improvement Program (AIP) funds and Colorado Aviation Fund funds. CDOT reserves the right to cancel or postpone the project or amend the scope-of-work as the availability of any federal and/or state funds warrants.

Interested firms must submit **six (6)** copies of qualifications to Jill Sweeney, the Contracting Officer, CDOT Agreements Unit, address below. Submittals should include the following information and documentation:

- Statement describing specialized capabilities and experience in the preparation of airport/aviation economic impact studies
- Statement describing overall project understanding and technical approach identifying key study elements and potential study problem areas
- Experience and qualifications of individual personnel assigned to the project
- Scheduled program goals and timelines
- References from three (3) recently completed projects of a similar nature
- **Submittals should be no longer than 16 pages (including cover letter, but not references and appendices)**

All responding firms will be evaluated using the consultant grading criteria described below. A selection committee chosen by CDOT will select up to the top three (3) qualified firms based on the qualifications submitted and, subject to further evaluation, each of these three firms *may* be

interviewed by the selection committee. The successful firm is not automatically entitled to a contract for services but rather, is granted the first right to negotiate a scope-of-work and contract terms with CDOT.

## **Consultant Grading Criteria**

### *Criteria*

**Qualifications, experience and expertise in providing the services as related to this project** (primary firm and subcontractors)

**Project approach and implementation capability** (description of project approach, technical content of submittal and methods/approach proposed to complete the project)

**Qualifications and experience of personnel assigned to the project** (primary firm and subcontractors)

**Scheduled program goals and timelines** (clear and feasible goals/objectives, organized and logical activity sequence)

**Feasibility and Completeness of proposal** (adequacy and completeness of submittal, submittal inspires confidence in production of a quality project)

Interested Consultants:

- **The prime firm and/or members of its team must be able to demonstrate capacity in the following disciplines: Interested firms must have experience and demonstrated knowledge in the preparation of airport/aviation economic impact studies.”**
- **Submit six (6) copies of the Statement of Interest/Work Plan no later than 12:00 noon local time Thursday June 14 2012 to:**

Jill Sweeney  
Contracting Officer  
Colorado Department of Transportation  
4201 E. Arkansas Ave., 4<sup>th</sup> Floor – West  
Denver, CO 80222

The scope of work and the anticipated consultant selection schedule must be obtained from the address shown above or from the CDOT website:

<http://www.dot.state.co.us/Consultants/>

Questions of a technical nature regarding this project may be directed to:

Name:	Scott Brownlee
Organization:	CDOT -Aeronautics
Telephone:	303-261-4418

**CDOT May be holding interviews for this consultant selection. CDOT will give the selected firms at least two weeks' notice if interviews are to be held.**

**UDBE GOAL:**

Although the anticipated amount of federal funding to assist in this project precludes the requirements for a specific DBE goal, it is the policy of the U.S. Department of Transportation (USDOT) that Disadvantaged Business Enterprises (DBE's) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to this agreement. The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of the contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy, as the recipient deems appropriate.

CDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The right is also reserved by CDOT to reject any and all submittals.